



## Rules and Regulations for Teachers and Students

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### General Information

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The rules and regulations included here apply to all of the Texas 31<sup>st</sup> Congressional District. Please consult with Congressman John Carter's office for any additional rule questions.

The competition is open to high school students only within a technical education course (ex. A trade that does not require a four-year degree). Exceptions may be made for schools that have 7<sup>th</sup> through 12<sup>th</sup> grades on one campus. Teachers and/or students should verify their eligibility with the office of the Member of Congress. Each nominee may only be nominated once per year.

Each nomination packet must be complete and turned in before **March 8, 2019** to be considered. A complete nomination package should include, in this order:

- Nomination Form
- Nomination Letter addressed to Representative Carter (max one page)
- Professional cover letter and resume by the student (max one page each)
- A current, school-approved, photo of student, preferably a yearbook photo
- Optional: Maximum three, one-page recommendation letters
- Optional: Photo testimonial of the nominee's work and/or achievements (max three pages)
- Student Press and Privacy Release Form

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### Suitability Guidelines

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As outlined in these guidelines, the final decision regarding the suitability of all submitted nominees for the Congressional Achievement Award for Outstanding Students in Career and Technical Education will be made by a panel of qualified persons selected by the Office of John Carter.

Any nominee must adhere to the policies of their school of attendance. In accordance with this policy, students must not currently attend any disciplinary alternative school, or have an infraction in any area of school. It is necessary for all nominees to be reviewed by the panel and any portion of the nomination packet not in consonance with these policies will be omitted from consideration. If any nominator is unsure about whether a nominee is acceptable, he or she should contact the Office of Representative John Carter.

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### Student Information and Release Form

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Each entrant must submit a Student Press and Privacy Release Form. The Student Press and Privacy Release Form is available through the Office of John Carter. The information requested should be provided as thoroughly as possible. Students should include their mailing addresses, if they differ from their home addresses. Students should also include contact information that will be valid for several years.

The Student Press and Privacy Release Form contains a legal release. The student and a parent or legal guardian must sign where appropriate. Entries without signed certifications may not be accepted.